

Request for Proposals Part C – Scope of Work, Proposal Requirements



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SECTION 1 - Introduction

1-1 Introduction

King County Department of Judicial Administration is seeking to acquire a product from a qualified and experienced Proposer, with staff expertise, to implement a core Drug Court Management Information System (DCMIS) to support the operational and reporting needs of the King County Drug Diversion Court. This will be a web-based or web-enabled software system that is able to distribute essential Drug Court data in a stable and secured technological environment. The product should provide the following functional components to support the day-to-day Drug Court operations:

- Case management
- Tracking management
- Treatment management
- History management
- Standard and Ad Hoc Reporting
- Customer service
- Additional objectives include:

Provide a dedicated system for the Drug Court current on supporting and in tune with regulatory and business practices

- Provide a system that will be able to advance and grow with technology, enhancing flexibility in meeting future needs and requirements
- Provide user-friendly tools for effective case management and events tracking
- Provide timely follow-up and participant tracking capability
- Provide tools to develop interfaces with other court systems
- Migrate data successfully to the new SQL server/equivalent database
- Enhance internal and external reporting
- Complete the project on time and on budget.

1-2 King County DCMIS Overview

The Department of Judicial Administration manages the Adult Drug Diversion Court (Drug Court). Drug Court is a diversion-based program of the Superior Court that allows defendants accused of certain drug-related crimes to enter and receive treatment under the supervision of the court, and if successful, have the pending charges dismissed.

The purpose of the DCMIS project is to select, and then implement, a software solution that will enhance The King County Drug Diversion's ability to manage the administrative and planning aspects of the Drug Diversion program. This is accomplished by providing more business functionalities above and beyond the current ACCESS database, and by providing a significantly more robust and flexible reporting tool that will, among other things, provide the Drug Court judges, officers, and managers to have better operational and outcome information. More accurate and timely information will enable them to evaluate the efficiency of the Drug Court program and efficacy of their treatment service counterparts.

1-3 Current Technical Environment

Originally The King County Drug Court Database (DCD) was a manual process using paper methods. Data was later tracked in two separate non-relational databases. This system has evolved to a more

useable, consolidated single-repository relational database in 2003. Today, the existing Drug Court Database was developed in-house using Visual Basic and Microsoft Access tools. This database is still lacking in many design improvements that could reduce data redundancies, increase performance, and add much-needed reporting and functional capabilities.

The existing Drug Court Database is used by the presiding judges, case managers, the bailiff, court staffs, and administrative staffs. No external users have access to this database at this point in time due to functionality and security issues.

Additional available information about the current database is as follows:

- MS-ACCESS version:
 - Access 2002
- Sample record counts:
 - Client records=4,563
 - Enrollment records=4,781
 - Hearing report records=78,257
- Other available stats:
 - 50 tables
 - 60+ forms
 - 90+ reports
 - 200+ queries
 - 9,000+ lines of code

1-4 Adult Drug Diversion Court and its Data Needs

The growth in sophistication as well as case volume placed a heavy demand on the need for quality and timely data. The consolidation of data management processes is critical for smooth operations of the Drug Diversion Court (DDC). Our current version of a Drug Court database was never meant to be a permanent solution for the King County Drug Diversion Court operations.

1-5 Project Team and Project Scope

The County expects the Proposer team to provide a project manager, qualified subject matter/functional experts, technical experts, and training specialists to provide the appropriate level of project oversight, guidance, and support. The County will also provide its own staff resources as primary participants throughout all phases of the project.

The general scope of the project is defined below. However, full scope details and expected deliverables will be mutually agreed in the final written contract between the Proposer and the County. Subsequent changes from either party must be mutually agreed and in writing.

1-6 Project Team

The project is managed by a project manager, who is assisted by a project administrator. The project manager's business counterpart is the Program Manager of the Drug Court Office. Additional resources from the Drug Court Office, such as case managers and administrative staff, are available to provide input and assistance as necessary throughout the selection and implementation processes.

1-7 **Project Scope**

In this section, the County has suggested a Proposer project scope to provide a web-based or web-enabled system that is able to access and distribute essential Drug Court data in a stable and secured technological environment. In addition, this system will offer a set of business functionalities that will meet the day-to-day operational and reporting needs of the Drug Court.

The scope elements below can be rolled up into the following major areas:

- Migration of data from ACCESS database to a new database
- Implementation of the business functionalities
- System tailoring and modifications as specified
- Configuration of system access by external users
- Configuration of role-based security
- Testing and training, with an emphasis placed on knowledge transfer from Proposers to Drug Court staff.
- Deployment and post-live planning
- Interface development, testing, and implementation

The following is a list of in-scope elements:

1. Intake/Enrollment/Discharge
2. Case management & tracking
3. Treatment program management
4. Court-imposed payment & service tracking
5. History management
6. Standard reporting
7. Treatment agency access
8. Role-based security management
9. Testing management
10. Training management
11. System deployment planning & management
12. Post-live O&M planning including:
 - Roles/Responsibilities
 - System support
 - SLAs
 - Policies/Standards
13. Superior Court Management and Information System (SCOMIS) to DCMIS interface

The "Proposal Content" of this RFP asks the Proposer to formally comment on proposed scope, deliverables, and payment. The following items represent specific direction regarding the Proposer's proposed project scope based on the project objectives and current situation:

A. Approach/Methodology/Project Plan

Provide an overall approach, methodology, project plan and description of deliverables for the project based on the Drug Court's objectives and situation. The proposal should also include a description of the process for the appropriate and necessary transfer of functional and technical skills from Proposers to Drug Court staff. Describe how "Best Practices" fit into your proposal.

B. Specifications

The Proposer will be responsible for developing the functional and technical specifications for all system tailoring and modifications. Drug Court staff will participate in this activity, but it is expected that the Proposer will take a leadership role.

C. Technical Assistance

Provide experienced technical leadership and technical assistance. This includes all technical analysis, configuration, integration and testing activities required to support the Drug Court's business process and reports. The Drug Court requires additional technical development support in this area. It is expected that the Drug Court staff will be assigned tasks by the Proposer team that will enable the Drug Court team to be knowledgeable to support the implemented solution and provide for adequate knowledge transfer. This category also includes the required data migration activities.

D. Reports Environment

Provide experienced reporting leadership and provide technical assistance to meet the Drug Court's reporting needs. The Drug Court staff expects to do much of the work related to creating the basic reports, but will benefit from some advice.

E. Architecture Assistance

If necessary, provide experienced architecture expertise and assistance regarding the requirement definition and implementation of the web servers, application servers, database server, other required hardware, and more. The Proposer will work with the DJA Technology Division regarding architecture, infrastructure, and hardware.

F. Security

The Proposer will make recommendations to the County and then assist County staff to improve security configurations.

G. User Procedures/Training Materials/Training Delivery

Provide experienced functional and training leadership advice for the development and delivery of the user training program including: user procedures, training materials, training delivery, communication strategies and tools. The County will take responsibility for the activities in this area, but will benefit from some consulting advice.

H. Project Management

Provide experienced project management expertise to partner with the County's project manager. The County will serve as the overseeing Project Manager. The Proposer will provide expert staff to develop and maintain the project plans, schedules, and reports. The County expects the project plans will include the activities at the appropriate level for the project and also include the identified resources and related hours. The Proposer project manager will have expert knowledge in project management techniques plus expert knowledge regarding the product being implemented. The Proposer must know, understand and manage tasks. The Proposer will also

provide regular analysis and recommendations on the project status and report the findings to the County's project manager. The County expects the Proposers deliverables to be constructed and written in a professional and clear manner.

I. Schedule

The County is interested in an attainable schedule. It is essential to the County that the project be completed as scheduled.

SECTION 2 - Technical/Management

2-1 Sample work plan

Please provide a high-level overview of an implementation work plan, and how your organization plans on meeting the schedule, including:

- A. Project Management methodology
- B. Problem resolution methodology
- C. Risk identification and mitigation
- D. Strategy to complete the project on-time and at/or under budget.

2-2 Objectives

Please provide a high-level overview of how your organization plans on meeting the County's objectives, including:

- A. Provide functional components to support the day-to-day Drug Court operations
- B. Reduce time required to input data
- C. Reduce errors from redundant data entry
- D. Enhance customer and staff satisfaction
- E. Improve data capture and retrieval process
- F. Reduce operational cost
- G. Enhance data integrity
- H. Enhance system and data security
- I. Provide user-friendly tools for effective case management and events tracking
- J. Enhance internal and external reporting
- K. Enhance flexibility in meeting future needs and requirements
- L. Provide a system that is able to advance and grow with technology
- M. Provide a mechanism to facilitate interface development

2-3 Project Approach

Please describe how your organization proposes to address the Scope of Work outlined in this RFP including:

- A. Project Management
- B. User Procedures/Training Materials/Training Delivery/Communications
- C. Technical Requirements
- D. Implementation
- E. Subject matter expertise
- F. Tailoring and configuration modifications
- G. Interface development and data migration
- H. Procedure to protect confidential material

2-4 Technical Approach

Please describe how your organization proposes to address the Technical Scope of Work outlined in this RFP including:

- A. Describe how the presentation, business logic, and data access layers of the solution are architected, and identify if these layers can operate on physically distinct servers. If so, please identify the mechanism of communications between elements of the solution residing on separate servers.
- B. Please provide a physical deployment diagram showing commonly implemented network and server configurations. If applicable, define how the solution can be scaled to meet demand loads in excess of the capabilities of a single server. Likewise, identify how the solution can be configured to meet availability requirements in excess of a single server.
- C. Describe the capabilities of the solution in regard to error logging, security access logging, performance monitoring, and fault recovery.
- D. Identify if persistent data records are stored in unencrypted form. Is a data dictionary available?
- E. Is comprehensive written documentation available for installation, operations, and maintenance activities?
- F. Does the solution provide a mechanism for the customization of the user interface? If so, please describe.
- G. Does the solution provide for the addition and display of user-defined data fields? If so, please describe.
- H. Describe the capabilities the system provides for data backup and restoration.
- I. Describe any third-party components or applications upon which the system is dependent.
- J. Describe the means available to access solution data records other than via the solution itself.
- K. Describe your comprehensive reporting tool
- L. Provide the ability to view and analyze textual fields such as case notes. This should allow sufficient characters to avoid the problem of unique abbreviations used by different court clerks.
- M. Provide the ability to have on-screen help available for each screen
- N. Provide the ability for the user to be notified when modifications have not been saved prior to closing the window or exiting the program unless data entered is automatically saved.
- O. Provide the ability to alert the user if the data has been changed by another user since the user retrieved that particular record.
- P. Provide electronic (e-mail, pager, etc.) notification to systems staff of process failures and abnormal system conditions.

2-5 Functional Approach

Please see Appendix B - Functional Requirements. This section contains all the functional data requirements. These data make up the database to support the day-to-day Drug Court operations and reporting needs. Vendors must respond regarding their product's ability to address these requirements by assigning points to each line in the far right column. Rating is as follows:

4 points = Standard

3 points = Available for Cost

2 points = Not Available but Intend to Develop

1 point = Not Available and Not Planning on Developing

(blank will default to 1 point)

2-6 Data Integration/Interface Approach

Please describe how your organization proposes to address the Interface Scope of Work outlined in this RFP including:

- A. Does the solution provide an API (application programming interface)? If so, please describe the nature and capabilities of the API.
- B. In addition to data entry through user interfaces, identify if the solution provides for the bulk import and export of data records. If so, define if bulk import records are subject to the same data validation and business logic as is applied to records entered via the user interface.
- C. Is your system compliant with the GJXDM (Global Justice XML Data Model) Standard?
- D. If your system is not GJXDM compliant, what is your company's plan to offer data exchanges using XML or other "open" standards?
- E. Please describe any additional products/tools and their costs needed to support data integration, such as:
 - 1. Integrator broker/engine (middleware)
 - 2. System/database adaptors

2-7 Proposer Qualifications

Please describe the qualifications of your company. Highlight any successful and unsuccessful implementations.

The County seeks a selected Proposer with proven product and demonstrated experience in the areas identified in the Project scope and functional and technical requirements for this RFP. The Proposer's ability to meet the requirements is divided into two sub-categories: 1) Mandatory, meeting minimum requirements, and 2) Exceeding, ability to offer desired additional solution/experience. No consideration will be given to proposals that do not meet the minimum requirements.

The County further requires that Proposers resources committed during the Proposer evaluation process be available to the County at the time of its project launch. The County also requires that no Proposer resources assigned to the County will be replaced prior to project completion. If there are exceptions to this requirement, the following will apply:

- A. The County must give prior approval of the replacement;
- B. The new resource(s) proposed as a replacement have qualifications equivalent to the replaced resource, as determined by the County;

2-8 Minimum requirements

- A. Ability to produce a software solution that is adequate in meeting the day-to-day operational and reporting requirements of the King County Adult Drug Diversion Court as described in the functional and technical requirements section of the RFP. Proven experience with implementing a functioning Drug Court MIS currently in use somewhere in the United States.
- B. If one or more functionalities are not met, the Proposer must produce substitute solutions and their associated cost.
- C. Experience providing an overall approach, methodology, project plan and deliverables for a project.

2-9 Additional Solution/Experience

- A. Degree of additional features, solutions, and experience available that exceed the requested functional and technical requirements. Additional costs and efforts associated with such features must be clearly stated.
- B. Experience defining a role-based security model that includes multi-level security that can be maintained by system administrators as users and roles change over time.
- C. Experience in advising workflow realignment.
- D. Expertise in interface solutions with other systems.

2-10 Project Team

Please identify your proposed project resources. Include, at a minimum, the following:

- A. Identify the time commitment proposed for each member of the team. Indicate the anticipated hours that the project team members will work on-site and off-site.
- B. For each member of the team, describe his/her educational/training background, and his/her relevant experience. Describe how their qualifications and experience would assure the successful completion of the project?
- C. Describe the project team's experience with Drug Court and/or other Court Systems.
- D. Working with confidential material

2-11 Comprehensive Client List

Provide a comprehensive list of all clients for which your company has implemented the proposed Drug Court system. Specify the client, contact information, date of information, and whether the implementation was completed.

2-12 References

The Proposer shall provide at least three (3) references, including the client(s) identified in Part C, Sub-section 3.10, representing clients for which the Proposer provided services of a type and scale similar to the Project scope identified in this RFP. The County retains the right to contact any references named in the Proposal, as well as any clients of the Proposer not named in the proposal. The County reserves the right to use any information it obtains, whether specifically named and provided by the Proposer or otherwise, in making the evaluation of Proposer's qualifications.

SECTION 3 - Financial

3-1 Financial Proposal

The Proposer shall provide a proposal listing separately that includes, at a minimum, the following costs:

- A. Software license cost and terms
- B. Third party license cost and terms, if applicable
- C. Data migration costs
- D. Hardware costs
- E. Annual maintenance cost
- F. Training costs, if applicable
- G. Implementation costs, if applicable
- H. Interface/Integration design and implementation costs
- I. Average hourly rate for professional services not included in #6 through #8. The hourly rates and any other costs shall be specified for the entire term of the contract.

The total cost of the project, fixed or time and materials, must include all travel and living expenses. Billings for itemized Proposer living expenses are not acceptable.

State law prohibits the County from paying in advance for goods and services produced for this project. Therefore, proposals shall provide project costs and/or invoicing proposals that are phased consistently with completed segments of work performed.

3-2 Payment Schedule

Please provide the County with your proposed milestones/deliverables and your proposed payment amounts.

APPENDIX A – QUESTIONNAIRE

Return this questionnaire, with your references attached.

Proposer Name:

Proposer Business Address:

Proposer Phone:

Proposer Fax:

Proposer E-Mail:

Social Security or Federal EIN#:

1. How long, without interruption, has the Proposer firm that is responding to this RFP been in business in the United States of America? If you have a headquarter firm and a local office, specify the length of time for both.
2. How many current clients does the Proposer firm have in the United States? List the clients and the value of each project.
3. How many total employees does the Proposer employ? If a national firm with a local office, specify both.
4. Does the Proposer agree in principle with the Terms and Conditions included as Part B of this RFP? Specify Yes or No: _____
5. If No, provide a list of those Terms and Conditions that the Proposer does not agree to (attach separate page/pages as necessary).
6. Has the Proposer in its current or previous configurations, been in bankruptcy in the past ten years? Specify Yes or No: _____

Appendix B - Functional Requirements

Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Search Field		
Assigned Judge		
Assigned Courtroom Location		
Court Designation (SEA / KNT)		
Non-Drug Court Attorney (Y/N)		
Photograph		
Drug Court Client ID#		
First Name		
Middle Name		
Name Suffix		
Phone (to include: Home, Cell, Work, Message)	multiple	
SSN		
DOB		
<u>AKA:</u>		
Alias	multiple	
Maiden / Married Name (Specify)	multiple	
Prior Drug Court Enrollment(s)? Y/N	multiple	
Current Drug Court Status		
Current Custody Status		
Bench Warrant? (Y/N)		
Orientation & Intake Date (date of completion)		
Calculate total time in program (days) from initial Opt In date.		
<u>Demographics:</u>		
Gender		
Sexual Orientation		
Race/Ethnicity – to match Target2000	multiple	
Spanish/Hispanic – to match Target2000		
Interpreter Required? (y/n)		
Primary Language(s)	multiple	
Military Veteran? (y/n)		

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
<u>Prior Drug Court History:</u>	multiple	
<u>Other Demographics:</u>		
Religious Preference		
Geographical Trigger areas	multiple	
Place of birth		
Country of Citizenship	multiple	
Drivers License/ID Card number		
Drivers License Status		
Drivers License State		
<u>Physical Description:</u>		
Height		
Weight		
Eye Color		
Build (description)		
ID Marks / Notefield	multiple	
<u>Address / Phone:</u>		
Homeless - (y/n)		
Type of residency	multiple	
Is housing safe? (y/n)		
Type of address (mailing, residence, former residence)	multiple	
Phone (to include: Home, Cell, Work, Message)	multiple	
Email	multiple	
Street Address	multiple	
City	multiple	
State	multiple	
Zip Code	multiple	
County	multiple	

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Orientation & Intake		
<u>Family Status:</u>		
Marital Status		
Number of children	multiple	
Number of children in current household	multiple	
Names, ages and DOB (if available) of children in current household	multiple	
Location of children not living in current household	multiple	
CPS - current? (y/n)		
<u>Military Status:</u>		
Veteran? (Y/N)		
Active Military? (Y/N)		
Branch of Service (Army, Air Force, etc.)	multiple	
Type of Discharge	multiple	
From/To Dates	multiple	
Rank at Discharge	multiple	
Highest Rank Attained	multiple	
Location of Discharge	multiple	
Receives VA Benefits? (Y/N)		
If yes, VA Benefits Type (Pension, Disability)	multiple	
VA Contact (Y/N)		
Needs benefits help? (Y/N)		
<u>Education:</u>		
Currently enrolled in school? (y/n)		
If currently enrolled: Location, Phone, Level, Status (Part-Time, Full-Time)	multiple	
GED (y/n)		
High School Diploma (y/n)		
Date GED / Diploma Received		
Location / Institution from which GED / Diploma Issued		

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Level of Education/certification (GED, H.S. Diploma, AA, BA/BS, Master's, PhD, Certificate (Specify), Vocational (Specify) etc.)	multiple	
Type of institution (academic, vocational)	multiple	
Date of graduation/completion	multiple	
Name of institution	multiple	
Interested in continuing education? (Y/N)		
Literacy Issues (y/n) and specify		
Notefield		
<u>Employment / Income:</u>		
Income Source	multiple	
Monthly Income amount		
Monthly expenses		
Employed? (y/n)		
Employment Status		
If employed, since (give date)		
Current Employer (Supervisor Name, Company Name, Location)	multiple	
If unemployed - since (give date)		
Interested in employment training? (y/n)		
On Public Benefits? (Y/N)		
If yes, Public Benefits Type	multiple	
Qualifying Condition for Public Benefits	multiple	
Previous GAX or Social Security benefits? (Y/N)		
Do You Have a Payee? (Y/N)		
Notefield		
<u>Health Issues:</u>		
<u>Health Assessment:</u>		
Overall health condition (excellent, good, fair, poor)		
Has health issues? (y/n)		
Are you pregnant? (y/n)		

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
If pregnant, expected date of delivery and delivery outcome (i.e. drug-free baby?)		
Could you be pregnant? (y/n)		
Do you have a case manager from: PCAP, Mom's Plus or Safe Babies / Safe Moms		
Drug-free bab(ies)? (Y/N)		
Health Condition Page from O&I	multiple	
Disability Questionnaire	multiple	
<u>Mental Health:</u>		
Mental Health Issues (y/n)	multiple	
Specify Mental Health Diagnosis	multiple	
Diagnosing Psychiatrist / Clinic	multiple	
Currently enrolled in mental health treatment? (Y/N)		
Interested in mental health treatment? (Y/N)		
Mental Health Questionnaire from O&I		
<u>Medical Coverage:</u>		
Has Medical Coverage? (Y/N)		
Medical Coverage Type (Medical Coupon, Medical Insurance, Other - Specify)	multiple	
Medical Coupon type		
Medical Coupon Number		
<u>Medication:</u>		
On medication? (y/n)		
List Current Medication	multiple	
List Previous Medications	multiple	
<u>Legal History:</u>		
Prior criminal history? (y/n)		
Prior felony(ies)? (y/n)		
List prior legal issues and include notefield for explanation.	multiple	

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Have you ever had a DUI or MIP? (y/n)		
Are you currently on probation, community supervision or other legal supervision? (y/n).		
<u>Chemical Dependency Treatment:</u>		
<u>Current Drug Court Treatment:</u>		
<u>Prior Treatment History:</u>		
<u>Substance Use Assessment(s):</u>		
<u>Drug Usage Ranking:</u>		
Substance	multiple	
Current Usage Rank (primary, secondary, tertiary)	multiple	
Date Last Used	multiple	
Age First Used	multiple	
Age First Regular Use	multiple	
Primary Use Method (Inhale, Inject, etc.)	multiple	
Frequency of use	multiple	
Amount used	multiple	
ASAM Abuse? (y/n)		
ASAM Dependency? (y/n)		
<u>O&I Drug Use Questions:</u>	multiple	
"Stage of Change" at entry		
<u>ASAM at Entry:</u>	multiple	
<u>Other Assessment Tools:</u>	multiple	

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Contacts		
<u>Emergency Contact(s):</u>		
Last Name	multiple	
First Name	multiple	
Relationship (Mother, Father, Friend, Supervisor, 12-Step Sponsor, etc.)	multiple	
Living with Client (Y/N)		
Emergency Contact Phone Number	multiple	
<u>Other Contacts:</u>		
Drug Court Contacts:		
Case Manager		
REACH Case Manager		
Drug Court Attorney	multiple	
CD Contacts:		
Counselor	multiple	
Sponsor	multiple	
Mental Health Contacts:		
MH Counselor	multiple	
MH Case Manager	multiple	
Current Psychiatrist / Clinic	multiple	
Diagnosing Psychiatrist / Clinic	multiple	
Medical Contacts:		
Current Physician / Clinic	multiple	
Diagnosing Physician / Clinic	multiple	
Prescribing Physician / Clinic	multiple	

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Pregnant / Parenting Contacts:		
CPS Case Worker	multiple	
Case Manager (PCAP, Mom's Plus, Safe Babies / Safe Moms)	multiple	
Legal Contacts:		
Probation Officer / CCO	multiple	
Non-Drug Court Attorney	multiple	
Housing Contacts:		
Housing Agency (i.e. Morrison, LIHI, etc.) or Building Name	multiple	
Housing Case Manager	multiple	
Apartment / Resident Manager	multiple	
Financial Contacts:		
DSHS / Social Security Financial Worker	multiple	
DSHS / Social Security Social Worker	multiple	
Payee		
Employer(s)	multiple	
ATR (Access to Recovery) Case Manager	multiple	
Other:	multiple	
ROIs		
General ROI (Dates)	multiple	
Specific ROIs (Dates)	multiple	
Jail Health ROIs (Dates)	multiple	
Criminal Justice Information		
In Custody? (y/n)		
CCN (Computer Case Number)		
Incident Date	multiple	
Incident Number	multiple	
Arresting Precinct	multiple	

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Booking Date	multiple	
Initial BA# (at Drug Court entry)	single	
AFIS #	single	
SODA? (Y/N)		
SODA Zone	multiple	
Other Holds	multiple	
Non-Drug Court Court Dates	multiple	
Non-Drug Court Warrants	multiple	
Legal Information		
Current Drug Court Status		
Opt-In Date		
End Date		
Current Custody Status		
Bench Warrant? (Y/N)		
Current Drug Court Charge(s):	multiple	
Drug Court Cause Number(s):	multiple	
Charge Category (Misdemeanor, Felony)	multiple	
Filing Date	multiple	
Arraignment Date	multiple	
Transfer Date	multiple	
Rush File? (Y/N)		
Offender Score		
Sentencing Range	multiple	
Stipulate to top of range? (Y/N)		
In Custody at Arraignment / Transfer? (Y/N)		
Reason for Drug Court Opt Out	multiple	
<u>Prior Criminal History:</u>	multiple	
<u>Post Drug Court:</u>		
Type of Sentence (jail, prison, etc.)	multiple	

Appendix B - Functional Requirements

Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Sentence mid-range	multiple	
Length of Sentence Imposed	multiple	
Length of Sentence Served	multiple	
New Convictions After Drug Court End Date	multiple	
Court Events		
<u>Hearings:</u>		
Arraignment Hearings		
Transfer Hearings		
Opt In Hearings		
Status Hearings		
Review Hearings		
Express Hearings		
Close Hearing Date and Type (Mainstream, Dismissed, Plead Guilty, Deceased)		
Termination Hearing Date and Type (Voluntary, Involuntary)		
Graduation Hearing Date		
Return on Bench Warrant Hearing		
Address Bench Warrant Hearing		
Other Hearing Type (Specify in Notefield)		
Hearing Reschedule? (checkbox)		
Bench Warrant Issued? (checkbox)		
Bench Warrant Quash (checkbox)		
Remand to Custody (checkbox)		
Other Actions Taken	multiple	
Status at Hearing		
Current Appearance Date / Day of Week / Time		
Next Appearance Date / Day of Week / Time		
Appearance History Date / Day of Week / Time		
Set for Brown Bag Staffing? (checkbox)		
Set for Graduation? (checkbox)		

Appendix B - Functional Requirements

Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
<u>Releases From Custody:</u>		
Conditional Release - CR		
Personal Recognizance - PR		
Temporary Release - TR		
<u>Drug Court Level:</u>		
Current Drug Court Level (Status - level 0, 1, 2, 3).		
Drug Court Level History	multiple	
Level Outcome (promotion, demotion)	multiple	
<u>Sanctions:</u>		
Last Sanction Level Issued (i.e. 1, 2, 3, etc.)		
List of all Sanctions to Date:	multiple	
End Date of Violation Period	multiple	
Condition Violated	multiple	
Self-reported (Y/N)		
Sanction Level Assigned	multiple	
Sanction Type Assigned	multiple	
Date Sanction Issued	multiple	
Date Sanction Scheduled or Due (if applicable)	multiple	
Rescheduled Sanction Date or Due Date (if applicable)	multiple	
Sanction Completed? (Y/N)	multiple	
<u>Incentives:</u>		
Incentives Issued	multiple	
Incentive Goals	multiple	
<u>Other Client Needs:</u>		
O&I Required? (checkbox)		
Outpatient Re-referral Required? (checkbox)		
Inpatient Re-referral Required? (checkbox)		
Mental Health Screen Needed (checkbox)		

Appendix B - Functional Requirements

Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Weekly Check-Ins Needed? (checkbox)		
Housing Referral Needed (checkbox)		
Other Needs (Specify in notefield)	multiple	
<u>Bench Warrants:</u>		
Current Bench Warrant? (Y/N)		
List All Warrants		
<u>Payments & Fees:</u>	multiple	
Amount Due on each cause #	multiple	
Amount Paid to Date on each cause #	multiple	
Balance Due on each cause #	multiple	
Totals for all cause #s		
Date Paid	multiple	
# of CSH Hours Performed in Lieu of Fee Payment		
Date CSH Verified	multiple	
<u>Restitution:</u>	multiple	
<u>Sober Birthdays / Days Clean</u>	multiple	
<u>Drug Court Tasks:</u>		
Assign Tasks to Staff	multiple	
<u>Comments:</u>	multiple	
Notefields		
Enrollment Notes	multiple	
Judge's Notes	multiple	
Clerk's Notes	multiple	
Brown Bag Staffing		
Brown Bag Staffing History (Notes)	multiple	

Appendix B - Functional Requirements

Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
REACH		
REACH Client (Y/N)		
REACH Case Manager		
<u>SMH Housing Voucher Program:</u>		
Current SMH Housing Voucher Participant? (Y/N)		
Previous Housing Voucher Participant? (Y/N)		
Housing Voucher Waitlist (Y/N)		
Housing Voucher History	multiple	
Housing Extension? (Y/N)	multiple	
Housing Voucher Contact	multiple	
<u>Morrison Hotel:</u>		
Current Morrison Hotel Resident? (Y/N)		
Previous Morrison Hotel Resident? (Y/N)		
Morrison Hotel Referral (Waitlist)	multiple	
Morrison Hotel History	multiple	
Morrison Contact	multiple	
<u>ATR (Access to Recovery):</u>		
Current ATR Participant? (Y/N)		
Previous ATR Participant? (Y/N)		
ATR Referral Waitlist (Y/N)		
<u>Other Housing:</u>		
King County Housing Authority? - checkbox		
Seattle Housing Authority / Porchlight - checkbox		
LIHI (Low Income Housing Institute) - checkbox		
Plymouth Housing - checkbox		
Other - specify	multiple	

Appendix B - Functional Requirements

Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Treatment Agency		
<u>Treatment Referrals:</u>		
Treatment Agency Name and Referral / Start / End Dates	multiple	
Treatment outcome	multiple	
Treatment Provider Name(s), Contact Info (Phone, Email, Fax)	Multiple	
<u>Treatment Plan:</u>		
Frequency Group Counseling Sessions	multiple	
Frequency Individual Counseling Sessions (1:1s)	multiple	
# of UAs per week required	multiple	
Current Methadone? (Y/N)		
Other Requirements (Specify) and Attendance	multiple	
Current Stage of Change	multiple	
Current TB test on file? (Y/N)		
TB Test History	multiple	
Evaluation Results	multiple	
On Public Benefits? (Y/N)		
If yes, Public Benefits Type	multiple	
Qualifying Condition for Public Benefits	multiple	
Payee? (Y/N)		
<u>Medical Coverage:</u>		
Has Medical Coverage? (Y/N)		
Medical Coverage Type (Medical Coupon, Medical Insurance, Other - Specify)	multiple	
Medical Coupon type		
Medical Coupon Number		
<u>Medication:</u>		
Prescribed medication on file? (y/n)		
List Current Medication	multiple	

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Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
<u>Treatment Attendance:</u>		
Progress Report:	multiple	
Event Types (group session, individual session, etc.) and Dates	multiple	
Event Attendance (present, absent, excused)	multiple	
UA Attendance	multiple	
UA Outcome	multiple	
Sober Support Attendance Verified? (Y/N)		
Additional Comments	multiple	
Additional Treatment / Study Participation	multiple	
Sample Type	multiple	
Date Sample Taken	multiple	
Test Outcome (positive, negative)	multiple	
Out of Range (OOR)	multiple	
Sample ID	multiple	
Comments	multiple	
Graduates		
Graduation Checklist	multiple	
<u>Alumni Involvement:</u>		
Interest in alumni group? (Y/N)	multiple	
Interest in alumni mailing list? (Y/N)		
Features		
Daily Calendar	multiple	
Ability to filter searches by Active Clients, Previous Clients or All.	multiple	
Point in Time Capabilities	multiple	
Ability to filter searches by current treatment agency - to see list of only current clients at each agency.	multiple	
Ability to search an individual client's record, sorting by UAs or Treatment Attendance to see the complete history.	multiple	
Tickle Dates	multiple	
Tickle Notes	multiple	

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Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Interface with JILS (Jail Inmate Look-up System)	multiple	
Calculate jail days used	multiple	
Calculate total time in Drug court (since arraignment, since opt in)	multiple	
Track Arraignment, transfer, and opt-ins on EACH case	multiple	
Calculate time between significant milestones	multiple	
Calculate number of FTA Hearings, FTA Treatment Referrals	multiple	
Calculate time between violation and imposition of sanction	multiple	
Pink Card Screen	multiple	
Internet data entry from non-King County agencies	multiple	
Interface with other databases	multiple	
Expandability/Scalability	multiple	
Adaptability	multiple	
Case Review Status Flag	multiple	
Court Hearing Information	multiple	
Exit Interviews (Graduation Interviews, Transfer Out Questionnaire, etc.)	multiple	
Reports		
Cheatsheet	multiple	
Relational Reports	multiple	
Graduation Checklist Report	multiple	
Graduate Report	multiple	
Active Client Report	multiple	
Request for Treatment Reports	multiple	
Assessment Summaries	multiple	
Client List by Treatment Agency	multiple	
Terminated Client List	multiple	
Brown Bag Staffing List	multiple	
Hearing Note Report	multiple	
Graduation List	multiple	
Drug of Choice Report	multiple	
Charges Report	multiple	
Demographics	multiple	

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Legend: 4 points = Standard 3 points = Available for Cost 2 points = Not Available but Intend to Develop 1 point = Not Available and Not Planning on Developing		
Element	Single / Multiple Instance	VENDOR SCORE
Client Master Record	1 per client	
Referrals (Arraignments / Transfers), Opt-ins, Graduations Chart	multiple	
Bench Warrant Report	multiple	
DASA Supplemental Report	multiple	
Sentencing Range Reports	multiple	
Client History Report	multiple	
Treatment Progress Reports	multiple	
Drug Test Configuration Report	multiple	
Workload Measure Reports	multiple	
Calendar Reports	multiple	
Point in Time Reports	multiple	
Performance Measurement Reports	multiple	
Criminal History Reports	multiple	
Weekly Check-Ins Scheduled Report	multiple	
Orientations Scheduled Report	multiple	
Re-referrals Scheduled Report	multiple	
Conditional Releases Scheduled	multiple	
Temporary Releases Scheduled	multiple	
Inpatient Referral Waitlist Report	multiple	
REACH Reports	multiple	
Opt-ins Reports	multiple	
Recidivism Reports	multiple	
Drug-Free Baby Reports	multiple	
Security: & Administration		
Authentication	multiple	
Access Control	multiple	
User Interface	multiple	
Functions	multiple	
Query Feature	multiple	
Reports	multiple	

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Client Master Record	1 per client	
Other Information Not Already Included		
<u>Help files, including:</u>		
application error message - explanations, causes, and possible remedies, if known	multiple	
General Information on the intended use of each screen	multiple	
System provides on-line (text) help, accessed via "help" buttons on the screens	multiple	